



**Town of Troutman
North Carolina
Request for Qualifications for Architectural Services
Design of and Administration Services for Construction of Troutman ESC Park Pavilion**

July 20, 2015

Purpose

The purpose of this RFQ is to select a consulting firm that has the qualifications to provide design and administration services required to construct a picnic shelter/farmers market which includes restrooms, a mechanical/storage room, a concessions preparation/sales area and a covered picnic area.

Architectural services will include the preparation of a design, all associated construction drawings, site design, securing all required permits, providing cost estimates and schedule, administering the execution of construction bidding and construction administration including periodic inspections. (See Project Scope.)

This project is exempt from the requirements of the Mini Brooks Act.

Schedule

It is our intent to select an architectural firm by September 10, 2015. Work on this project would begin immediately.

Project Scope

Picnic Shelter/Farmers Market including restrooms, a mechanical/storage room, a concessions preparation/sales area and a covered picnic area within an approximate 58' x 36.8' ft footprint.

See enclosed Troutman ESC Park brochure for location of the project within the existing park (No. 13 in the brochure)

Town engineering firm is available for consultations and subcontracting

Inscribed bricks (memorial, recognition, etc) shall be incorporated into the design

A permanent display of donor recognition shall be incorporated into the design

To keep constructions costs manageable, Consultant must be willing to accommodate pledges of quality donated materials. Type and quantity of donated materials are expected to be confirmed prior to bidding the project.

Town of Troutman

400 North Eastway Drive ■ Post Office Box 26 ■ Troutman North Carolina 28166
Phone: 704.528.7600 ■ www.troutmannnc.gov ■ Fax: 704.528.7605

Lake Norman's Front Porch

Section 1

1. Meet with staff for analysis of site
2. Identify existing conditions, physical features and constraints
 - a. Utility Locations
 - b. Information needed for design
3. Provide conceptual design alternatives
4. Prepare construction cost estimates
5. Preliminary meetings with staff and appropriate advisory board and council members to review conceptual designs.
6. Consultant shall submit Site Plans and Construction Plans for review and approval by Town staff. Plan submittal shall include but not be limited to the following:
 - a. Existing conditions
 - b. Site plan including building, sidewalks and alignment to existing sidewalk
 - c. Utility plan
 - d. Infrastructure improvements
 - e. Grading and Drainage plan
 - f. Erosion Control
 - g. Construction details
 - h. Landscaping plan (if requested)
 - i. Lighting plan (if requested)
 - j. Architectural and structural design
 - k. Provide construction cost estimate to the Town after 100% review.

Section 2

7. Provide as-built drawings in accordance with Town standards and policies
8. Obtain any needed permits from the local, state or federal level
9. Submittal of NEPA documentation for approval, if needed
10. Administer bidding process, coordinated with Town staff. Conduct pre-bid conference and bid opening. Compile bid information and provide a recommendation of award to the Town.
11. Conduct pre-construction conference, review construction schedule. Approve shop drawing and submittals.
12. Construction administration for quality control and assurance during construction. Monitor construction sites for safety/OSHA compliance. Conduct monthly progress meetings. Consultant verifies quantities and recommends approval of all contractor pay requests, change orders, etc.

Questions concerning the scope of these projects or the request for qualifications and or selection procedures should be directed to:

Ann Bailie
Town Manager
PO Box 26
400 N Eastway Dr
Troutman NC 28166
(704) 528-7600
abailie@troutmannnc.gov

Submittal Requirements

The submittal shall be set apart into two sections of the Project Scope tasks: Section 1 includes numbers 1 through 6; and Section 2 includes numbers 7 through 12.

A proposals review committee consisting of Town staff, council members and advisory board members will recommend a firm to the Town Council for approval. Interviews may be conducted with candidates prior to a recommendation being submitted to the Council.

This project is exempt from the requirements of the Mini Brooks Act. The selection of the firm will be based on the totality of the circumstances of the qualifications of the firm as presented in the detailed qualifications and estimated costs statements set forth below. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality of the circumstances reflecting positively or negatively on the qualifications of the firm. Statements should clearly and concisely address the following:

Qualifications Statement

- Proposed approach to the project
- Firm name and location of office where work will be performed, including project manager and any known sub-consultants
- Experience with master planning and design for public parks and recreational facilities
- Brief overview and history of the firm
- Experience in designing publicly funded and/or governmental projects in North Carolina
- The project manager, key personnel, and any sub-consultants who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to the project, including specific information on their experience with similar projects
- Primary firms experience and history with its identified subcontractors, if applicable
- Client references for related governmental, institutional (hospitals, universities, etc.) or similar private contracts, work done in the past ten years, including name, address, telephone number and contact person most involved in the project
- Historical data on at least three comparable projects completed over the past ten years showing schedule performance and change order history, including original budget, pre-bid estimate, guaranteed maximum price, if applicable, and final cost

- Documentation of any history of litigation associated with project performance and/or professional liability
- Documentation of the firm's safety history
- Documentation of the firm's financial standing and insurance coverage
- Ability and experience in all phases of planning, design and construction administration of publically funded projects
- Letter of interest explaining why you believe that your firm is the most qualified firm to provide the requested services.

Estimated Costs Statement

- Estimated cost of Project Scope/Section 1
- Estimated cost of Project Scope/Section 2
- Estimated cost to prepare building design and construction drawings (including plumbing, mechanical and electrical)
- Estimated cost to prepare site design (grading, utility connections, sidewalks)
- Estimated cost to execute bidding process and construction administration
- Estimated cost of periodic inspections (number of trips and cost of each trip)

Submittal Deadline

Six copies of the statements of qualifications and cost estimates are due no later than August 17, 2015 at 12:00 p.m. (noon). The mailing address is: Town of Troutman, Attn: Ann Bailie, Town Manager, PO Box 26, 400 N. Eastway Dr, Troutman NC 28166.

Firms should not to make any assumptions as to the implied meaning or intent of any part of the RFQ. Firms should request clarification if needed. Every request for information on, or clarification of, the RFQ must be submitted to the contact person in writing or by e-mail at least ten days prior to the submittal deadline. If inquiries or comments by firms raise issues that require clarification by the Town, or the Town decides to revise any part of this RFQ, addenda will be provided to all persons who receive the RFQ. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.

Selection Criteria

The considerations below, with their weighted scores, will be utilized for selection of the firm. Selection will be made after thorough review conducted by the Town. Interviews may be conducted.

20% The firm's recent experience and familiarity of similar projects and the project team's experience on related project

20% The firm's ethical and professional standing and history of satisfactory performance on previous contracts including completing projects on time and within budget.

20% Estimated costs

- 15% Office location of the project team members assigned to this project
- 10% The firm's proposed approach to the project
- 10% The firm's capability to design and administer the project with in-house staff
- 5% The firm's technical ability to undertake the work and the adequacy of their accounting system to identify any possible costs chargeable to project changes

The Town of Troutman will enter into a contract with the selected firm.

The Town reserves the right to reject any and all letters of interest. It is anticipated that a firm will be selected and notified within 30 days after the deadline for submittals.